

DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.
FOURTH QUARTER MEETING

Minutes of Tuesday, November 18, 2008

The Fourth Quarter meeting of the Delaware Public Purchasing Association (DPPA), Inc. for 2008, was held at **The Lone Star Steakhouse Restaurant**, New Castle, DE.

There were fourteen (14) members and one (1) unpaid member in attendance: Peter Gregg, City of Dover; Kim Cuffee, DSP; Ruth Kowalski, Andrea Smith, Clifton Crawford, Yvonne Gordon and Dot Pecqueur, New Castle County; Hilda Balascio, Retired New Castle County, Janet Schukoske, ERP; Hollylynn Ford, Ron Hill (unpaid member) and Sandy David, GSS; Sussanne Jara, DSP; Tina Romano-Austin, City of Wilmington and Mike Sabol, DTI

1. Opening of the Meeting - Mike

Mike Sabol, President, called the meeting to order at 11:40 a.m. **He thanked New Castle County for hosting the meeting.**

Mike waived the introductions, stating that everyone knew all the attendees.

2. Reading of the Minutes - Janet

A motion was made by Sussanne, seconded by Pete, to waive the reading of the third quarter minutes and to pass the minutes as written. It passed unanimously. Please read them on-line.

3. Treasurer's Report – Sussanne

- a. The treasurer's report was read by Sussanne (copy attached).

Previous Balance:	\$14,675.89
Income	\$ 150.00
Expenses	<u>\$ 1,876.34</u>
	\$12,949.55

Certificate of Deposit:	
Ending Balance	
Previous Balance:	\$ 20,208.75
Income	\$
Expenses	<u>\$</u>
Ending Balance	20,208.75

A motion was made by Kim Cuffee, seconded by Sandy David, to accept the Treasurer's Report. The report was passed unanimously.

4. Committee Reports-

- a. Finance Committee – No Report

Mike stated that Paul needed to put together budget information for 2009 budget.

b. Program Committee – Janet

Janet talked about today's program, which is a Holiday Party and gift exchange. She also asked for suggestions for future meetings. Mike Sabol suggested that we get Ed Grant to talk at the February meeting. Janet agreed to see if Ed would come and talk at our next meeting.

c. Chapter Liaison – Mike

- The members who attended the Region II conference in Ocean City Maryland, spoke about the conference. The following members attended the conference. Cliff and Mark from New Castle County, Kim and Sussanne from State Police, Mike from DTI, and Janet from ERP.
- The classes at the Region II were good, but a lot of them were repeats from previous Region II conferences. The food was good. The vendor fair did not have very many vendors.
- The Region II Conference next year will be hosted by Pennsylvania. They are thinking of holding it in Lancaster. PAPPa will give us detail as soon as they have them. The Region II Conference will be hosted by Washington DC in 2010, than we host it again in Delaware in 2011.
- The NIGP Forum will be held in St. Louis Aug 22 -26, 2009. Please save the dates. The host hotel will be the Renaissance Grand Hotel St. Louis. NIGP Rate - \$135 Single or Double/\$145 Triple/\$155 Quad Occupancy. NIGP is offering a new payment program this year. They will offer a special rate for attendees that just want to attend the classes. All meals will be on your own and you will not be able to attend any of the special events. By offering this program, NIGP hopes that more people will be able to attend during these troubled fiscal times.

d. Awards and Scholarship Committee – Pete

Chapter Scholarships: Hollylynn Ford applied for a \$250.00 scholarship to pay for a Management class at Wilmington University. The Awards and Scholarship committee reviewed the request and verified that it met all the criteria for a DPPA Scholarship. The board members voted unanimously to grant the scholarship to Hollylynn. Congratulations Hollylynn on your \$250.00 scholarship!

e. Membership Committee –Tina/Pete

Pete will put a paid ad in the paper to try to attract new members. He is planning on targeting municipalities and High Education. The ad will encourage Public Procurement Professionals to attend our first quarter DPPA meeting in Feb.

Sussanne gave Pete the list of NIGP members that are not DPPA members. Pete will contact these people and invite them to attend the Feb. meeting.

Mike thanked Pete for putting together one document with all the approved changes we have made to the chapter's bylaws & policy for the beginning in 2000. I would like to Thank all the Officers who spent time reading **all** the minutes since the beginning of the chapter and compiling all the changes that were sent to Pete to be combined. It made a huge task so much more manageable. It was agreed that going forward, this task will be the responsibility of the Secretary to keep track of any future Policy changes.

Pete put together all By-law changes that needed to be voted on and sent out an absentee Ballot. Janet compiled all returned absentee ballots and the membership present voted on the changes.

Unfortunately, we did not have enough votes to have a quorum. Janet will send out the absentee ballot to all members that did not vote in hopes of getting a quorum.

Four members voted **no** on Article II – Directors, Officers and Administration 1.5 – Remove the option for First Vice President counter signature for check. Sussanne explained that the reason she voted no was that she would like it to remain in the By-laws because it is hard to get checks signed if there is only one person able to cosign a check. All our checks now require two signatures. She said especially when officers are changing it is hard to get someone to cosign that has the authority by both the bank and DPPA. If we kept the First Vice President as an additional signature it would be easier to get checks signed.

f. Professional Development (ProD) [formerly the Education Committee] – Andrea

Andrea reported that next month they will send out an announcement regarding the Class they will be holding in the spring.

g. Public Relations – Cliff
No report

h. Strategic Planning – Mike

No report. Mike told Pete he will send him the current strategic plan.

i. Historian – Kim

Mike gave the official DPPA Charter to Kim.

Kim has purchased a plastic tub in which she will store our historical data. She asked for \$7.00 reimbursement for the container. The reimbursement was voted on and passed unanimously.

Kim will be taking pictures throughout the year to place in a yearbook for the chapter. It was suggested that she make a virtual yearbook so people could see the pictures on-line. Members will be able to review any pictures of themselves before they are put on-line for all to see.

5. Unfinished Business/Old Business – All

none

6. New Business – All

- Tina announced that City of Wilmington is going out again for Tim position. They were unable to fill the position the first time after posting and interviewing for it. She stated that as of Monday, November 24, 2008 they will have a temp fill the position until they get someone permanently. Tina is in the process of upgrading the position. She will not know until either Jan or Feb whether the position will be upgraded.
- Mark from New Castle County has resigned after only three months in the job. Because of the economy New Castle County will not be able to replace him.
- Mike Sabol stepped down as President of DPPA effective Dec. 1, 2008. Peter Gregg will be the new president for the remainder of Mike's term. Ruth will then become First Vice President, taking Pete's position. Janet Schukoske then asked to take the position of second vice president. The membership present unanimously approved. Hollylynn was asked to take Janet's place as secretary. She accepted and it was approved unanimously. Mike requested to change his status to "Retired Member".
- Janet presented Mike with a plaque and a gift certificate in appreciation for all his hard work and dedication to DPPA and NIGP.
- Mike Sabol's retirement party will be held at Stewarts on Friday, November 21, 2008 at 6:00pm. Hope to see everyone there!

- Mike thanked everyone for the gift and certificate.
- Next meeting will be held on February 17, 2009 at 10:00am. It will be hosted by State Police in or around Dover.
 - 2009 Meeting Hosts
 - Feb. - State Police
 - May - City of Wilmington
 - Sept. - City of Dover
 - Nov. - New Castle County

7. LUNCH - 12:30 pm

8. Holiday Party :

9. Adjourn – Mike

Mike, again, thanked New Castle County for hosting the meeting!

Mike adjourned the meeting at 3:30 p.m.

Respectfully submitted,

Janet Schukoske CPPB
DPPA Secretary
11/21/2008

DELAWARE PUBLIC PURCHASING ASSOCIATION
FOURTH QUARTER
TREASURER'S REPORT

MAY 16 – NOVEMBER 17, 2008

						Comments:
PREVIOUS BALANCE				\$14,675.89		
<u>INCOME</u>						
-						
General						
Lunch Payment		\$150.00				
TOTAL INCOME			<i>\$150.00</i>			
<u>EXPENSES</u>	<u>CK</u>					
-	<u>#</u>					
-	-					
General	-					
Noble Eagle	1125	\$198.24				2-comp meals-morning food/drink; tip - \$48.24
Michael Sabol	1126	\$192.66				Reimb NIGP Symposium
Sussanne Jara	1127	\$438.28				Reimb for attendance to Region II Conference
Mark Reilly	1128	\$583.16				Reimb for attendance to Region II Conference
State of Delaware	1129	\$464.00				Reimb for J. Schukoski attendance to Region II Conference
TOTAL EXPENSE			<i>\$1,876.34</i>			
ENDING BALANCE				\$12,949.55		